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Reason for Job aid: I receive an invoice and need to make a payment but the Vendor ID is now in ‘Denied’ status on the PO and I’ve been provided with an alternate Vendor ID to use, how do I make payment?

Note: Once a Purchase Order has been Dispatched the Vendor ID cannot be changed.

1. Description of the issue.

1.1 I have a Purchase Order that was Dispatched prior to the Vendor ID being denied.

1.2 The PO now shows that the Vendor name has changed and there is a new Vendor ID:
1.3 Things to consider.

1. The Vendor ID cannot be changed on the PO because the PO has already been dispatched.

2. In some cases a contract has been associated to the PO so if the PO is closed and a new Requisition / PO were created the release amount on the contract would be overstated. If the contract has a maximum amount, the agency may not be able to associate the contract to a new PO because the new PO would exceed the contract maximum amount.

3. The PO is documentation of a contractual agreement between the State of Kansas / Agency and the Vendor. Ideally this documentation would not be altered, after it has been dispatched, for the purpose of addressing a SMART functionality issue, such as the Vendor ID being denied. The SMART team realizes that there are situations in which the PO must be altered; however, all other possible options should be explored first.

2. Steps for making payment when a Vendor ID has been denied:

2.1 Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value (Tab)

2.2 Leave the PO as it is.

On the Voucher page be sure to leave the ‘Vendor ID’ field blank.

Click the ‘Add’ button:
2.3 Click the ‘Purchase Order Only’ option from the ‘Worksheet Copy Option’ drop down menu:

2.4 Search for the PO, click the PO line to be pulled into the voucher and click the ‘Copy Selected Line’ button:

2.5 Change the Vendor ID.
2.6 Select the 'Comments' link on the 'Invoice Information' page and enter a comment explaining that the Vendor name has changed.

Save and Approve the voucher.

2.7 After the next hourly batch processes run, the voucher will have a match exception. Click the 'Exceptions' link:
2.8 The ‘Match Exception Workbench Details’ page will open.

The agency should review all match exceptions in order to determine the appropriate action. In this specific situation, it is appropriate and recommended to override the match exception.

2.9 To override the match exception at the line level select 'Override' from the 'Voucher Line Match Action' drop down box.

Click the ‘Apply’ button

NOTE: If there are multiple lines with match exceptions, agencies should review each line exception.

To override all lines with exceptions, use the 'Voucher Match Action' drop down box located in the top portion of the page.

To override individual line match exceptions, use the 'Voucher Line Match Action' drop down box located under the 'Line Details' heading.
2.10 At this point there are a couple options. Matching can be manually started by selecting the ‘Matching’ option from the ‘Action’ drop down box and clicking the ‘Run’ button:

![Matching button](image1)

2.11 Second option is to select the ‘Save’ button and allow the next hourly batch processes to match the voucher.

![Save button](image2)

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### 3. Strategies for Vendor Updates by Central

<table>
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<tr>
<th>Scenario</th>
<th>Action Taken</th>
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| 3.1 A mistake of fact has been made when entering Vendor information. Example: TIN entered incorrectly OR name misspelled. | - Vendor ID will stay active, no new vendor ID.  
- If TIN is being corrected, the Location code will be updated with a new effective dated row [Jan 1st of current year] and the correct TIN entered. |

3.2 Vendor ownership has changed and vendor is given | - The Status on the Vendor ID will be changed to ‘Denied’ |
a new TIN.
Example: Corporation A has bought out Corporation B.

and a new Vendor ID will be created.

- If the state has entered into a contract with the vendor, additional steps are required:
  - Agencies will continue to pay out on existing POs by using the steps outlined in this job aid.
  - Procurement and Contracts staff will change the end date on the original contract to the date that the new contract is created. [Example: Original contract 12345 expires on 08/21/2013; new contract 34256 is created on 08/21/2013]
  - On the original contract, the ‘Allow Open Item Reference’ will be deselected so that the contract is not available to agencies from the drop down box when creating new requisitions.
  - If the contract has a ‘Contract Maximum’, the new contract will reflect the remaining amount of the original contract. [Example: Original contract maximum amount = $1,200.00 / remaining amount = $800.00; New contract maximum amount = $800.00]
  - Agencies will need to use the new vendor ID and new contract number when entering requisitions after the original vendor ID has been denied.

3.3 Name change but the TIN has not changed.
Example: ‘Past Time’ changed to ‘Past Time and Trip’

- Vendor ID will stay active, no new vendor ID.
- The Vendor name will be updated on the existing Vendor ID.
- The new vendor name will display on transactions in SMART using the updated Vendor ID.

Example: If a PO was issued to ‘Past Time’ on August 1st and the Vendor Name was updated to ‘Past Time and Trip’ on August 15th, if the PO was accessed on August 16th the vendor name would display as ‘Past Time and Trip’.